



North Curry C of E Primary School Staff Handbook



Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date: _____

Review date: September 2024

Our Mission Statement

Our aim is to provide a safe and creative environment based on our Christian foundation, in which individuals are valued.

Our Motto

'Together Everyone Achieves More'

Through...

Loving learning, loving one another and loving life itself

AGAPE: The Good Samaritan (Luke 10: 25–37)

Our Vision

Our school provides a broad, balanced, challenging and exciting curriculum, which allows all children to reach their full potential in a happy, stimulating, inclusive and safe environment.

Relationships between pupils and adults are caring, valued, supportive, trusting and honest and are built on mutual respect where adults lead by example in line with the ethos of the school.

The ethos is stimulating, safe, welcoming, positive and exciting; children are active and motivated learners, developing learning for life in a Christian environment.

Pupils are happy, engaged, hard-working, motivated, confident, determined, well-mannered, respectful of others, caring, well rounded citizens and willing to contribute to all aspects of school life.

We have outstanding and punctual attendance with all children wanting to be in school.

We have a learning environment which is welcoming. It is stimulating, exciting, interesting, enabling, safe, creative, motivating, promotes independence, enriching and also caters for all learning styles. Most importantly, it is fun.

The outdoor environment is stimulating, multi-sensory, colourful, friendly, welcoming, safe and rich with resources which are used effectively.

Our curriculum is creative, engaging, motivating, child-led, enriching, inclusive, broad, meets everyone's needs, flexible, achievable and accessible for all, owned by the pupils and promotes links with our local and global communities.

The pupils' full potential is achieved.

All pupils receive individual, targeted and tailored support which meets their physical, social, academic, mental and emotional needs. This includes outstanding links between school and home.

Purposeful opportunities are provided for all staff to develop with up to date and relevant training. All staff are performance managed effectively and through this, opportunities for development are discussed.

Parents are supportive, work effectively in partnership with the school and assist with their child's/children's development. The school utilises the skills of parents and the cultural diversity. The contribution of parents is valued by school.

North Curry is viewed as a positive, welcoming, friendly and outstanding school that is integrated in the community.

The school encourages strong, purposeful and well established links and relationships with other schools including, pre-schools, local primary and secondary schools and schools in other countries, sharing practice and expertise.

Our Golden Rules

Loving learning: Work hard and always do your best!

Loving each other: Be kind, considerate and respectful!

Loving life itself: Be happy, safe and have fun!

**Staff at North Curry C of E Primary School
September 2023**

Head Teacher – Helen Morley

Office Staff – Mrs Helen Bulbeck and Mrs Carla Fitch

Shark Class (Year 6) - Mrs Trish Green (Teacher Mon, Tues, Weds). Mr Matt Bulbeck (Thursday and Friday) and Mrs Yvonne Smith (TA)

Octopus Class (Year 4/5) – Miss Abbie Bown and Miss Ruby Edwards (TA Apprentice)

Dolphin Class (Year 3/4) – Miss Chelsea Fisher (Teacher)

Seahorse Class (Year 1/2) – Mrs Rebecca Eddy (Teacher Mon & Tues), Mrs Helen Morley (Teacher Weds & Thurs), Ms Victoria Harris (Teacher Friday) and Mrs Karen Stannard (TA)

Minnow Class (EYFS/Year 1) – Miss Jess Cordwent (Teacher) and Mrs Mary Tottle (TA)

SENDCo – Miss Jo Littlechild

Interventions HLTA: Mrs Rebecca Eddy

ELSA HLTA/Cover teacher: Ms Victoria Harris

PE Specialist Teacher - Mr Matt Bulbeck (Mon, Tues, Weds)

Music Specialist Teachers - Mrs Rachel Robinson and Mr Colin Ayres

Little Herons Pre-school Staff

Mrs Hayley Wade (Manager)

Mrs Lousie Farnell

Miss Megan Cave

Mrs Clare Brown

Mrs Carla Fitch

Wrap Around Care

Mrs Di Pickles (Caretaker)

Mrs Debbie Kiddell

Mrs Lyn Lock

Lunchtime Supervisors

Mrs Mary Tottle

Mrs Rebecca Eddy

Miss Ruby Edwards

Mrs Amanda Saunders

Mrs Lyn Lock

Mrs Debbie Kiddell

Mrs Yvonne Smith

Mrs Karen Stannard

Cleaners

Mrs Donna Frost

Mrs Debbie Kiddell

The School Day

8:30 - Children may arrive to the school playground or straight into class if very wet weather from the Pedestrian Gate on Portmans or the Village Hall Car Park Gate

8:40 – Start of School Day

8:45 – Registration

8:50 – 9:50 – Maths

9:50 – 10:05 – Snack break

10:05 – 11:05 – Phonics/Spelling/Grammar/Reading Skills

11:05 – 11:15 – Break

11:15 – 12:00/05/15 – Literacy

12:00/05/15 – 1:10 – Lunchtime

1.10 – 1.30: Collective Worship

1:30 – 3:15 – Afternoon Lessons/Theme

3:15 – End of School Day

The *whistle is blown* at the end of every break including lunchtime.

Children should not arrive at school before 8:30am as no supervision is provided before this. WAC is open from 7.30 until 8.30am daily. No child should be in class before this, unless they have permission from the class teacher. The whistle is blown at 8:40 and the children line up on the playground. Class teachers are expected to greet their class from their lines in the playground and escort them in to class. On very wet mornings children can go straight in to class from 8:30am until registration time.

Children in the EYFS (Minnow Class or Little Herons Pre-school) should be brought in directly via the main school entrance to their classroom between 8.40 and 8.45am and collected from it at the end of the day between 3.10 and 3.15 pm. It is the parents' decision as to whether the child can be met by an older brother or sister, or in the case of Upper Key Stage Two children (Year 5/6) if they are allowed to walk home alone or with friends. If children are to walk home the school should have written permission for this from the parents, which the office staff and class teacher should be aware of.

Class teachers will not release children to other people at the end of the day unless explicitly arranged in the home/school book or through the office. Only people mentioned on the child's Emergency Contact list have the authority to take a child home.

Bus children are supervised from the bus to school each morning and are escorted from school to the bus at the end of each day. All children are checked against a bus register by the member of staff carrying out bus duty at the end of school.

School Rules and Behaviour

All pupils, staff, governors, visitors and parents/carers are expected to behave with courtesy, common sense and consideration for other people at all times and to care for and treat with respect all things provided for them.

We expect everyone to adhere to this and have specific agreements that must be signed on an annual basis.

Each September (or on admission to North Curry School), pupils are expected to sign their section of the Home School Agreement, the Golden Rules Pupil Code of Conduct Agreement, individual class charters/agreed rules and the Pupils Acceptable User Agreement.

Each October, parents/carers are expected to sign their section of the Home School Agreement and the Parents/Carers Acceptable User Agreement.

Each September, all staff are required to sign their section of the Home School Agreement, and agree to the Huish Staff Code of Conduct and the Huish Acceptable User Agreement.

Learning is impossible without order and discipline and we insist on high standards of behaviour at all times in school. Our school rules reflect the basic values we try to uphold throughout school.

Our Golden Rules

Loving learning: Work hard and always do your best!

Loving each other: Be kind, considerate and respectful!

Loving life itself: Be happy, safe and have fun!

It is essential that all staff are familiar with the North Curry Behaviour and Discipline and Anti-Bullying Policies.

School Houses

Upon entry to the school, children are allocated to a house team when they start school. Where possible, siblings are put into the same house.

House points are given by staff for good work, helpfulness, kindness, effort and for a whole variety of worthwhile reasons, not necessarily associated with ability.

Brendon - yellow

Mendip - blue

Quantock - green

Blackdown - red

Children work towards a whole team score, and at the end of each week there is an award for the team with the highest score. A Team Cup is always on display with ribbons in the winning team's colour.

Safeguarding

At North Curry we are committed to developing strategies which prevent child abuse and to improving policies and procedures to ensure that children who have suffered harm are protected from the risk of significant harm in the future.

We aim to:

- Have an atmosphere where children feel secure, are listened to and valued
- Recognise signs and symptoms of suspected abuse
- Have clear procedures and lines of communication
- Work closely with parents and other agencies
- Monitor children at risk
- Provide child protection training to all staff
- Use the curriculum to raise children's awareness, build their confidence and help them to protect themselves.

All staff receive basic Awareness Child Protection training on induction and then annual updates take place.

It is essential that you make yourself familiar with the Safeguarding and Child Protection Policy.

How worries about a child may arise:

- A child tells someone what is happening to them.
- You see signs of abuse or neglect.
- You see worrying changes in a child's behaviour or moods or in a parent's behaviour to a child.
- Someone else tells you about something they have seen or heard.
- An adult or child tells you that they have hurt a child.
- A parent or carer tells you that they are having problems in meeting their child's needs.

Acting on concerns and referral – How might you be involved?

- You may have concerns about a child, and refer them to your designated leads, Helen Morley, Victoria Harris, Abbie Bown and Matt Bulbeck or directly to Children's Services or the police.
- You may be approached by Children's Services for information about a child or family or be involved in an assessment.
- You may be asked to provide help or a specific service to the child or family as part of an agreed plan and contribute to the reviewing of the child's progress.

If a child tells:

- Listen carefully, take it seriously, reassure the child and explain what will happen next.
- Record the conversation in the child's words and note the time on a copy of the incident logs stored in the main office.
- Sign and date the record you make and log it with designated officer.

If you have concerns:

- Remember this may be part of a bigger picture.
- Record your concerns on a cause for concern form and report to

your designated safeguarding lead (Helen Morley) or deputies (Victoria Harris, Abbie Bown and Matt Bulbeck)

- If outside school or out of hours contact Children's Social Care: 0300 123 2224

Don't:

- Ask leading questions.
- Investigate or examine the child.
- Make promises you cannot keep.
- Jump to conclusions.
- Speculate or accuse anybody.

Remember it is not your responsibility to decide if a report is accurate or not.

E Safety

All staff should be familiar with our school online safety policy and the Huish Acceptable Use Policy.

Children are expected to sign their pupil user agreement in September each year. Parents/Carers are also expected to sign their parent/carer user agreement in October each year.

If there are any concerns regarding Online Safety, it is essential that you report these straight away to the Head Teacher, Abbie Bown, who has overall responsibility for Online Safety, any of the Deputy DSLs or anyone from the senior leadership team.

Photos of Children

A letter is sent out to parents/carers every year to seek permission for photographs of the children to go on the school website, social media pages and in the newspapers. Parents are allowed to take photos of their own child only at school events but we encourage them not to post on social media.

Mobile Phones

Staff must have phones switched off or on silent during lesson time. Children are not allowed mobile phones at school. If there is an exceptional reason why a child needs a phone, it must be kept in the School Office during the day.

Attendance

At North Curry we believe that attendance is of vital importance in helping a child to secure a good education and to access the learning opportunities being made available to them throughout the school day.

Attendance is tracked and monitored very carefully and the Head teacher attendance reviews attendance percentages to ensure early identification and support for those children/families who may be struggling. Where lateness of arrival at school is an issue, letters of encouragement are sent to parents/carers; if poor attendance is the result of an on-going medical matter, a letter to gain consent to approach the GP for confirmation will be issued. In extreme cases of continued non-attendance a Penalty Notice will be issued. All reasons for

absence should be recorded on Bromcom. If there is not a red mark in the top right hand corner of the box, please investigate further and add in the reasons.

We recognise and celebrate class attendance weekly through our Wednesday newsletter.

It is the responsibility of all staff at North Curry to encourage good attendance and have a good understanding of the school's attendance policy.

First Aid and Medical Matters

Mrs Helen Morley and Ms Victoria Harris are the Designated Named Adult and Paediatric First Aiders. However, Mary Tottle, Lyn Lock, Di Pickles, Abbie Bown and Hayley Wade both are Paediatric First Aiders too. Most staff hold an Emergency First Aid at Work certificate.

Dealing with Sick/Unwell Children

Children that feel unwell/are hurt should be sent to the school office. A first-aider will assess whether they should remain in school or be sent home, in which case parents will be contacted. A child is always signed out at the office when they leave the school before the end of the school day.

Each class has a list of the children with asthma and any other medical needs.

Medicines in School

Children who are required to use inhalers should be responsible for administering their own medicine. Asthma Care Plans are needed for inhalers. Class teachers should keep inhalers in the classroom clearly labelled with the child's name and the dosage.

For children with prescription medication, an administration of medicine form must be completed and filed in the office. Non-prescribed drugs cannot be given in school. Office staff will administer any medicines needed throughout the day. Parents must sign the appropriate forms prior to dosage.

Injuries

Head injuries or anything involving blood must be logged via the injury sheets which are kept in the Staffroom and Office. Completed injury sheets should then be filed, logged on Bomcom and a photocopy should be sent home.

More serious injuries needing hospital treatment or via bullying, or personal injury at work involving a member of staff, need to be reported on EEC Live via the Head teacher or SMHL/ELSA.

Head Injuries

In the case of any bump to the head, parents will be informed and given advice. Accident form to be completed as usual.

Nose Bleeds

Child to sit forward, pinching soft part of nose under bone for 10 minutes; if bleeding not stopped, contact parents. An accident form must be completed for a nose bleed.

Calling an Ambulance

If it is your gut instinct that an ambulance is needed, then call before going to find a first aider: do not lose crucial minutes. Use a whistle to clear the playground of children for ambulances to enter school.

Sawdust/Granules

Wear gloves. Scrape up worst of the mess using kitchen roll and paper plates (All items kept in the cleaning cupboard). If inside a classroom, please sprinkle with absorbent powder (can be found in the office, Little Herons classroom or Minnows classroom). If outside in playground, sprinkle with sawdust. Clean up sawdust or absorbent powder with the designated dustpan and brush (clearly labelled in the cleaning cupboard). Finish by cleaning up the area with CIF professional (2 in 1) cleaner disinfectant and a jay cloth. Air the room if possible.

Head Lice

If a child in your class has head lice, please inform the office so that a message can be sent to the whole class to inform parents/carers. If a child had a consistent problem and you are concerned, please notify the Head teacher or other Safeguarding Leads.

Infectious Diseases

The Infectious Diseases in Schools information is located in the office.

Nut Free at North Curry

We have an increasing number of children who have known nut allergies.

We are a 'NUT FREE' school. Any food sent into school must NOT contain nuts of any kind, for example: cereal bars, some biscuits and chocolate.

In order to assist as much as we can, we have identified a list of foods that **would definitely cause the most serious harm**:

Fruit and cereal bars that contain nuts

Chocolate bars or sweets that contain nuts

Nutella

Peanut butter

Cakes made with nuts

Muesli bars

Any nuts, peanuts, almonds, walnuts, hazelnuts etc.

Nougat

Biscuits that contain nuts

Lecithin and nut products such as oils

This isn't a definitive list as there are many items with hidden nut and sesame ingredients but these are some of the very worst offenders.

As staff will need to be making regular checks on the children's lunches to ensure these rules are being followed and parents will be notified where a food item containing nuts is present. A copy of the slip to go home can be found on the First Aid noticeboards in the staffroom or office.

We feel we cannot guarantee freedom from nut traces. If there are any issues that you feel arise as a result of this policy, please contact the school office. If the packages say 'may contain traces of nuts' these **would** be allowed in school.

Please help us in providing a nut free school and assisting those who have a life threatening reactions.

Fire Regulations

The fire alarm is a consistent bell. Each room has a Fire Evacuation Route poster in it. On hearing the fire alarm, exit immediately. The children's safety is paramount and they should be lined up and led from your room in silence along the fire route to assemble in year group lines on the playground (marked by a coloured dot).

Teachers should bring with them their Fire Register on the way out of the classroom. You should line the children up and do a verbal register, alerting senior staff of any missing pupils. The Teacher's task is to lead their children to safety and check their group in the assembly area.

ON HEARING THE FIRE ALARM:

- 1) EXIT IMMEDIATELY ALONG THE FIRE ROUTE.
- 2) DO NOT RUN. WALK IN SILENCE.
- 3) ASSEMBLE ON THE PLAYGROUND.
- 4) DO A SWIFT HEAD COUNT AND A VERBAL REGISTER.
- 5) DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE.

WHEN THE EMERGENCY SERVICES ARRIVE CONTROL WILL PASS TO THE SENIOR OFFICER OF THAT SERVICE.

A fire drill will be carried out each term.

Health and Safety Checks

All staff are responsible for Health and Safety. Any issues should be reported to the Head teacher or school office staff.

Any work is carried out by the relevant professionals. Fire Extinguishers are checked professionally.

All teaching staff receive annual Fire Awareness, Health and Safety at Work, Slips, Trips and Falls and Manual Handling Training.

Pregnancy

If you think you may be pregnant then please inform the head teacher as soon as possible so a thorough risk assessment can take place and appropriate support provide

School Uniform

At North Curry we expect all children to wear school uniform every day. It avoids arguments at home about what is suitable school wear. It helps children to identify not only with each other but also to enjoy a sense of 'belonging' to the school family and encourages a sense of pride and loyalty. It avoids discrimination between children.

We like children to wear a school navy blue jumper, cardigan, sweatshirt etc. along with a white shirt/blouse. Girls should wear a grey, black or navy blue tunic, skirt or trousers/shorts and boys should wear black or grey shorts or trousers. Black, grey, white or navy socks must be worn. Girls may wear grey, navy blue, black or white tights.

In the summer months a blue and white check dress is a most acceptable alternative.

School trousers for both girls and boys should be in black, grey or navy blue. Sensible and strong school shoes should be worn. High heels, platforms and trainers are not acceptable. The children may bring a change of shoes for playtimes.

School sweatshirts can be purchased from the school.

For PE, children should be provided with a plain t-shirt (preferably white) or alternatively one of the coloured PE t-shirts according to their house colour, navy or black shorts and plimsolls/trainers or a tracksuit in the winter. After PE/games children will change back into school uniform before going home.

All items of clothing - including anoraks and coats, need to be clearly marked with your child's name.

Make-up, nail varnish and jewellery must not be worn at all in school, with the exception of small stud earrings. Long hair (hair that touches the shoulders) should be tied up at all times.

Please report any inappropriate uniform to the Head teacher or any member of the SLT

Other Useful Information

Consumables - claiming

For consumables purchased up to the value of £30.

Please seek authorisation for your intended purchase to the Head teacher or SLT. Attach your receipt and give it to the Office Staff. (Please make clear that you have already paid for the goods). Reimbursement will take place as soon as possible.

Consumables - ordering

Please fill in an order form, which is available from the office, and give to the Office Staff. Details of goods to include: catalogue name, catalogue numbers, descriptions and prices. Goods will be ordered after authorisation from the Head.

Equal Opportunities

At North Curry we believe all individuals are of equal value. Our intention is to enable all children to reach their full potential and to ensure full inclusion of all children in a broad and balanced curriculum.

The principles and practices outlined in all school policies are to be carried out regardless of the age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation of the participants.

Extra Curricular Activities

All full time staff are encouraged to lead an After School Club. In the past we have run clubs such as netball, football, tag rugby, multi-skills, nature, gardening, country dancing, bell ringing and mindfulness.

Lone Working

We recognise that sometimes staff work by themselves, without close or direct supervision and sometimes in isolated work areas or outside of office hours. If this is the case please follow the guidance in the Lone Working Policy and ensure that either the Head teacher or a member of SLT know that you are on the school site out of hours.

Parents/School

The school welcomes all links with parents and in general operates an 'open door' policy. However, if a parent wishes to have an in depth discussion about a child or an issue, they

should first make an appointment with the child's class teacher via the office for a mutually agreeable date and time.

Parents are encouraged to work in school on a voluntary basis, but all must have a current DBS check and complete a 'Volunteer's Form'. A list of people who have current DBS is available in the school office.

Parking

The school has a designated Staff Car Park and any member of staff may park in any of the allocated spaces. We do not run a permit scheme. Please ensure that the school office has an up-to-date record of your car registration number, type and colour.

All staff should be aware that parents are asked not to park in this car park for dropping off or collecting their children, nor should any child or parent use the car park as a thoroughfare to get onto/off the school premises.

Reporting Children's Progress to Parents

Autumn Term: Parents' evening
Spring Term: Parents' evening
Summer Term: Annual reports

School Council

We recognise the importance of pupils' views and making them part of the decision making process. The school has an elected School Council made up of different teams with representatives from each class in the school from the Year 3 upwards. They meet regularly in teams to discuss issues and future plans.

Signing in and out

Please ensure you sign in and out at the school office using your lanyard and the electronic system.

Staff Meetings

Staff meetings are held at 3.30 on Tuesdays. They usually finish by around 5.00pm. All teaching staff should attend.

The Senior Leadership Team meets at 3.30 on Mondays.

Staff Absence Procedure

If you are unwell and are unable to come to school, please telephone or text the head teacher or senior teacher in charge by 8.00. Please ensure that you get a response from your phone call or text. Please telephone again before 3.15pm if you are aware that you are likely or unlikely to return the following day.

Trips/Visits

Mrs Morley is the EVC (Educational Visits Co-ordinator).

When planning a school trip/visit please ensure you follow the following checklist.

- Complete costings form (in school office)
- Fill out risk assessment with Head teacher on EEC live
- Undertake a Pre-Trip visit
- Compose trip information letter and ask office staff to upload to ParentMail
- Check permission slips have been received
- Take medicines and inhalers
- Collect up emergency contacts (ask office staff)
- Collect school mobile phone, First Aid kit and Sick bucket

Staff Well Being

At North Curry C of E Primary School we place a high importance on staff well-being and our ELSA/Senior Mental Health Lead, Vicky Harris, (who is also a trained Adult Mental Health First Aider) is always available to support your own mental health and well-being with informal drop ins, termly well being surgeries and well being at work action plans. All staff are entitled to a termly well-being day which includes an annual day off for their birthdays (date to be agreed with the Head teacher). Teaching staff are actively encouraged to take a working at home day once a term to help their work/life balance. As part of the Richard Huish Trust we also have access to an Employees Assistant Programme (further details of this can be found in the staffroom). The Head teacher has overall responsibility for your well-being at work so please do seek help if you need it.